

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-340

For: State Offices and Service Centers

New Option 6 for Processing May 1 Pending Expiration Letters

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

In the past, Service Centers issued their own letter to inform producers who did not have crop reductions for the contract pending expiration on September 30 of the current year for each affected CRP-1.

Software has been modified to issue this letter to each producer on CRP-1 with no crop reductions on the contract.

B

Purpose

This notice provides instructions for using new option 6, "Notification of Pending Acreage Expiration Letter-No Reductions", on Menu EPCE02 when processing letters after May 1, 1999.

Disposal Date

October 1, 1999

Distribution

State Offices; State Offices relay to Service Centers;
FS, 80; CSREES, 5

2 CRP Pending Letters and Report

A Processing Letters and Report

To process the pending acreage expiration letters:

- **first** using option 1 for “**ALL**” contracts with crop reductions, follow instructions in 1-CRP, paragraph 334
- **second** using option 6 for “**ALL**” contracts with **no** crop reductions, follow instructions in 1-CRP, paragraph 334.

Exception: Select **option 6** instead of **option 1** to process all applicable contracts for producers with no crop reductions. After the file has been searched for contracts with **no** crop reductions, if:

- any are found, letters will be printed
- all have crop reductions, the message, “**There are no eligible contracts on file.**” will be displayed on the bottom of Screen EPEC2101 and no letters will be printed.

Note: If additional letters are to be printed **after** the “**ALL**” has been processed, enter only the contract number or numbers and select the applicable producer or producers that still need a letter to be printed or reprinted.

To process the pending acreage expiration letter report, follow instructions in 1-CRP, paragraph 335 after completing the processing of **both** letters.

B Service Center Action

Service Centers shall follow instructions in this notice.
